



---

# In/Out-Processing (IOP) Section Out-Processing Briefing

Please view all slides

Separating Soldiers ONLY

---

***Our mission is to provide sustainable installation support and services for Soldiers, Families, and the military community that meets current and future mission requirements, promotes community well-being and enhances the natural environment***

# Out-Processing Briefing



## Purpose

### IAW AR 600-8-101, Para 3-2c(1)

The out-processing program supports implementation of the *Army's debt management program*. No Soldier owing debts to the U.S. Government or its instrumentalities will be cleared for departure until either the debts are paid or the Soldier's unit commander and the local finance officer are notified. (See AR 600-15)

### IAW Policy Memo USAG-HI-58

All Schofield Barracks, Wheeler Army Air Field, Ft. Shafter and Camp Smith Soldiers who are within 30 days of the Avail (Availability) Date for PCS or Reporting Date for Transition as indicated on the next slide, **must complete an Out-Processing Briefing.**

**Chapter separations, intra-post transfers, and AGR Soldiers** must visit the IOP Section, Soldiers Support Center, Bldg 750, Rm 103, for out-processing instructions.

# Out-Processing Briefing



## Instructions

**NO MORE THAN 30 days prior to your aval date all Soldiers must:**

- Read these briefing slides
- Complete the survey located on Slide
- Email completed survey to [usarmy.schofield.imcom-pacific.mbx.in-out-processing-hi@mail.mil](mailto:usarmy.schofield.imcom-pacific.mbx.in-out-processing-hi@mail.mil)

**(ONLY .MIL EMAIL ACCOUNTS WILL BE ACCEPTED)**

**(you can copy the link when the survey is complete and paste link in body of email)**

**Indicate your name and full SSN in the body of the email**

**Within 3 business days you will receive an email indicating when your clearing papers will be emailed to you. (14 calendar days prior to your aval date) If you are within your 14 day window we will email you with the earliest date they will be available.**

# Out-Processing Briefing



## Instructions Cont.

If you do not have access to a printer there are public computers located at the library or you can request a hard copy from our office. Please indicate in your email if you need us to print them for you.

**NOTE:** If you have a government passport this must be turned in to the passport section on your final out.



# Out-Processing Briefing



## Transition Report Date on Orders

### Transition Date on Separation Orders

20 Nov 12

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON-HAWAII  
SCHOFIELD BARRACKS, HAWAII 96857-6064  
IMPC-HAW-HRM

ORDERS: [REDACTED] 09 October 2012

RES, HI 96857 BGT 0225CSORD MAINT CO, (WHOGED), SCHOFIELD

You are reassigned to the U.S. Army transition point shown for transition processing. After processing, you are released from active duty not by reason of physical disability and assigned as indicated on the date immediately following release from active duty. Any temporary appointments held are terminated on your effective date of release from active duty. If you are delayed in reporting to the transition point, you still must report to the transition point as soon as possible or as authorized to receive a new effective date of release from active duty.

Assigned to: SCHOFIELD BARRACKS TC (WIRBIA) SCHOFIELD BARRACKS HI 96857

Reporting date to transition point: 4 December 2012 1000 HRS IN DUTY UNIFORM

Date of release from active duty: 10 February 2013

Attached to: N/A

Assigned to: USAR CON GP (REINF) 1600 SPEARHEAD DIVISION AVE, FT KNOX, KY 40122

Terminal date of Reserve obligation: Ends on 23 Apr 2017

Additional instructions:

a. ALL SOLDIERS are required to attend a MANDATORY Pre-separation Finance Briefing, held every Tuesday at 0900 FOR RETIREES and at 1030 FOR ALL OTHER SEPARATIONS, room 208 of BLDG 750 (Soldier Support Center). SOLDIERS WILL NOT BE CLEARED FROM THE INSTALLATION IF THEY HAVE NOT COMPLETED THIS BRIEF. Soldiers should attend this briefing IMMEDIATELY UPON receipt of these orders with a copy of their signed DA 31. At this briefing soldiers will be scheduled for a one-on-one finance brief. Soldiers who miss this appointment will NOT be cleared until the next available appointment.

b. TO OBTAIN CLEARANCE PAPERS VISIT <http://www.garrison.hawaii.army.mil/dhr/default.htm>. Click on the outprocessing briefing slides and follow the instructions. If you have any questions call, 655-1272 / 7182 / 8840. Schofield Barracks, Bldg 750, Rm 103.

c. Section 1142 of Title 10 USC mandates all separating Soldiers receive the required pre-separation counseling. New HRC EXORD 054-12, ISO Army Transition, DTG/092224Z Dec 11, directs all unit Commanders at all levels to ensure separating Soldiers complete the pre-separation briefing NLT 12 months from their separation date. ACAF CTR, 655-1028, located on Schofield Barracks, Bldg 750, Room 134, 0800 to 1600, M-F. Schedule your briefing appointment at ACAF CTR or complete the pre-separation briefing online at [www.acaf.army.mil](http://www.acaf.army.mil). Soldiers who complete the online briefing must call ACAF CTR to schedule their individual Counseling appt and pick up your signed DD Form 2638 prior to final outprocessing.

d. Report to the transportation office (Bldg S-750 Rm. 140 Schofield Barracks, 655-1868) to schedule shipment of household goods, MOV, and CTO airline tickets. Use of a Commercial Travel Office (CTO) under contract to the government is mandatory when obtaining official travel. Official travel arrangements purchased through a CTO not under contract to the government are not

Transition  
Date



# Out-Processing Briefing



## Instructions

### SEPARATING SOLDIERS ONLY

**All separating Soldiers must complete the ACAP Survey, print completion page and present to Out-processing to clear installation.**

<http://www.myarmyonesource.com/ArmyTransitionProgramExitSurvey>



# Out-Processing Briefing

## Schofield Barracks Map

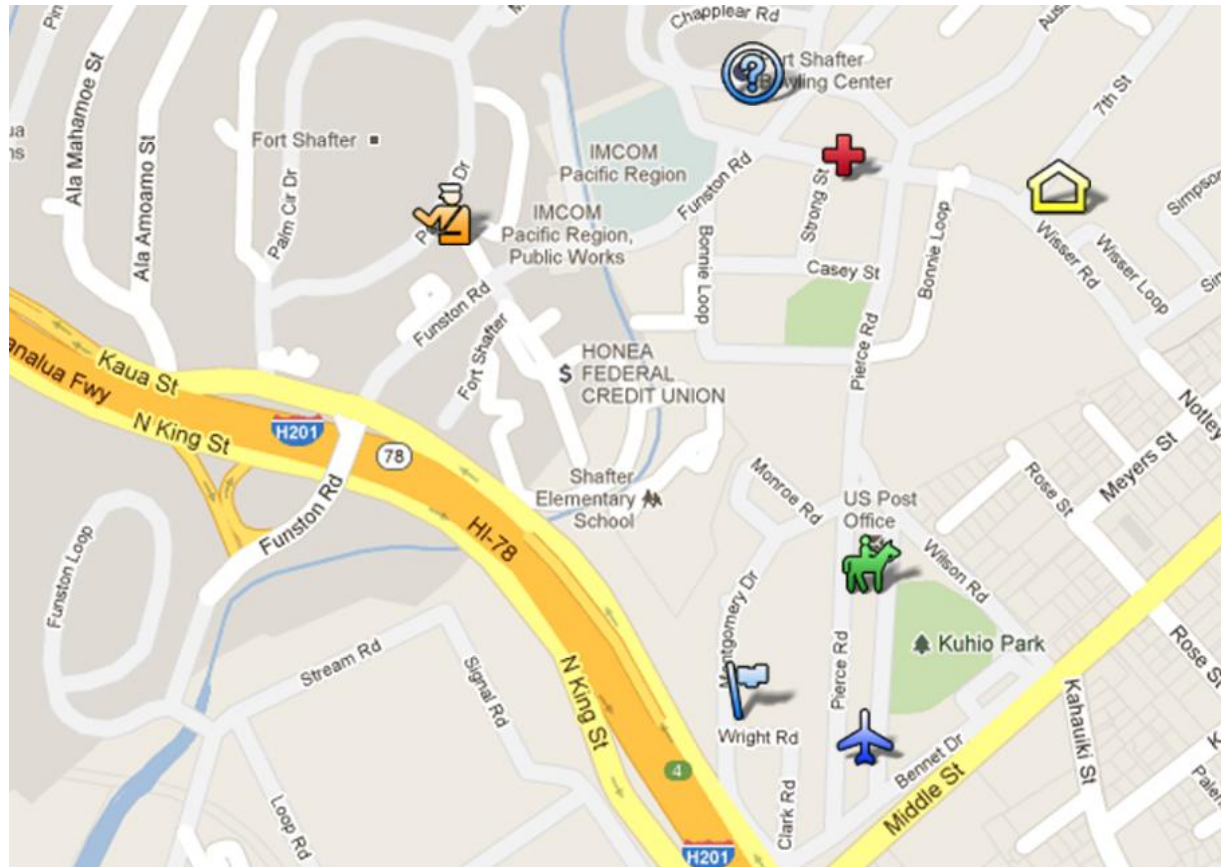


<https://www.intelink.gov/go/kBJhGe>



# Out-Processing Briefing

## Ft Shafter Map



<https://www.intelink.gov/go/fHnzAx>



# Out-Processing Briefing



## CIF

Location: Bldg 2070, 540 Humphrey Rd, Schofield Barracks

Tel: 655-7154

Hours of Operation: M-Th 0900-1500, Fri 0900-1400

**(Appointment required for turn-ins)**

- Soldier should report to the CIF to schedule an appointment. The following items are required for scheduling an appointment:
  - ✓ 1 copy of orders
  - ✓ 1 copy of the Commander's memorandum to start the clearing process early. Ensure commander's assumption of command is on file w/CIF
- Upon arriving at the CIF, Soldier will be given a copy of the clothing record to identify all items that are required for turning in for clearance
- If Soldier is unable to make the initial scheduled appointment, Soldier is required to reschedule by calling CIF



# Out-Processing Briefing



## Housing

	Inspection	Clearance	Request TLA Memorandum from Post Housing	
<b>On Post Family Housing</b>	Contact assigned Community Center to schedule pre/final inspection	Assigned Community Center	PCS Orders Flight Itinerary DA Form 31 (Leave Form) Termination Letter	0-10 days (On post housing or UPH must be terminated prior to start of TLA)
<b>BOQ</b>	Contact Unaccompanied Personnel Housing (UPH) 655-7390 for inspection	UPH Office		
<b>Off Post</b>	N/A	<u>Schofield</u> Housing Services Office (HSO), 655-3074/5, Bldg 950, 215 Duck Road. <u>Ft. Shafter</u> Housing Services Office (HSO), 438-6198, Bldg 1004, 111 7th Street	PCS Orders Flight Itinerary DA Form 31 (Leave Form) DD Form 1299 (Household Goods Shipment)	0-10 days (Household goods must be picked up prior to start of TLA)
<b>UPH Barracks Management Office</b>	Barracks Management Office within footprint to schedule pre/final inspection	Barracks Management Office within Footprint	N/A	N/A



# Out-Processing Briefing



## Barracks Management Office

### Barracks Management Office (BMO)

### BMO Phone Number

<u>2<sup>nd</sup> SBCT (SB, Bldg 586)</u>	<u>655-9414/9422</u>
<u>3<sup>rd</sup> IBCT (SB, Bldg 586)</u>	<u>655-9415/9416</u>
<u>8<sup>th</sup> TSC North (SB, Bldg 881)</u>	<u>655-9404/9437</u>
<u>8<sup>th</sup> TSC South (FS, Bldg 502)</u>	<u>438-4609</u>
<u>CAB (WAAF, Bldg 840)</u>	<u>656-3376/3377/3379</u>
<u>500<sup>th</sup> MI</u>	<u>655-6088/6102</u>
<u>HHBN 25<sup>th</sup></u>	<u>655-6379/1274</u>



# Out-Processing Briefing



## Veterinary Clinic

### **Schofield Barracks Veterinary Clinic:**

Location: Bldg 936, Duck Rd, Schofield Barracks

Tel: 655-5893/5889

Hours of Operation: M-F 0800-1600, every 3<sup>rd</sup> Wed 0800-1900 (Closed last day of the month)

### **Ft Shafter Veterinary Clinic:**

Location: Bldg 435, Pierce St, Ft Shafter

Tel: 433-2271

Hours of Operation: M-F 0800-1600 (Closed last day of the month)

- **Soldier will be cleared on-line unless a balance is due then Soldier must visit clinic used.**



# Out-Processing Briefing



## Medical Facility

### **For Schofield Barracks Soldiers:**

Location: Bldg 679, Glennan Rd, Schofield Barracks

Tel: 433-8200

Hours of Operation: M-F 0700-1600 (Closed 1200-1300 for lunch)

- Soldiers may begin medical out-processing each TUES 1300 or FRI 0900 at Schofield Barracks Health Clinic (Bldg 679), Troop Immunizations

### **For Ft Shafter Soldiers:**

Location: Tripler Army Medical Center, Medical Records, Mountainside, 4G-Rm 716

Tel: 433-6076

Hours of Operation: M-F 0730-1600 (Closed 1200-1300 for lunch)

- **Please start medical out-processing two weeks prior to final clearance date.**
- **Drop copy of orders at Medical Records at anytime during hours of operation**

# Out-Processing Briefing



## Dental Facility

### **For Schofield Barracks Soldiers:**

Location: Bldg 660, McCornack Rd, Schofield Barracks

Tel: 433-6825

Hours of Operation: M-F 0715-1615

### **For Ft Shafter Soldiers:**

Location: Tripler Army Medical Center, Dental Clinic, 1<sup>st</sup> Floor,  
D-Wing

Tel: 433-6825

Hours of Operation: M-F 0715-1615

- **Please pick up *Dental Records* at the Dental Facility.**





# Out-Processing Briefing



## Army Community Services (ACS) Army Emergency Relief (AER)

### Schofield Barracks

Location: Bldg 2091, Kolekole Ave

Tel: 655-4227

Hours of Operation: M-F 0730-1630

### Ft. Shafter

Location: Bldg S330, Aloha Center, Rm 111

Tel: 438-9285

Hours of Operation: M-F 0730-1630

▪ **ACS will clear Soldier on-line unless a balance is due then Soldier must clear at Schofield Barracks or Fort Shafter location.**

# Out-Processing Briefing



## Library

### Schofield Library

Location: Bldg 560, 1<sup>st</sup> Floor, 1336 Kolekole Ave

Tel: 655-8002

Hours of Operation: M & Tue 1100-2000, Wed-Sat 1100-1800,  
Closed Sundays

### Fort Shafter Library

Location: Bldg 650, 181 Chapple Rd

Tel: 438-9521

Hours of Operation: M-Th 1000-1800, Fri-Sun 1000-1600

- **Library will clear Soldiers on-line unless Soldier has any checkouts or overdue account then Soldier may clear at either location.**



# Out-Processing Briefing



## Education Center

### **For Schofield Barracks Soldiers:**

Location: Bldg 560, 2<sup>nd</sup> Floor, 1336 Kolekole Ave

Tel: 655-0800/0805

Hours of Operation: M-F 0900-1700

Last business day closes @ 1200 for separating Soldiers

### **For Ft Shafter Soldiers:**

Location: Bldg 102, 1 Jarrett White Rd, Tripler Army Medical Center

Tel: 433-4187

Hours of Operation: M-F 0900-1700

- **Education Center will clear Soldiers (PCS only) on-line unless Soldier owes money, has missing grade, or has no GoArmyEd account.**



# Out-Processing Briefing



## Child & Youth School Services Registration Office

### Schofield Barracks

Location: Bldg 1283, 241 Hewitt St

Tel: 655-5314/8380

Hours of Operation: M-F 0730-1700 (Walk-Ins 0730-1100)

### Aliamanu Military Reserve (AMR)

Location: Bldg. 1782

Tel: 833-5393

Hours of Operation: 0800-1700 (Walk-Ins 0800-1100)

- **Soldiers may clear at either location. Soldiers without children can write no children in block.**



# Out-Processing Briefing



## Child & Youth School Services Registration Office (Cont'd)

CYSS Programs	* Separate forms required for each child *	Turn-in forms at:
Public School	<u>Student Withdrawal Procedures for Out-Processing Form</u> (School personnel must sign/stamp form)	Child, Youth & School Services Registration Office (CYSS) at either Schofield Barracks or AMR
	<u>Student Non-Withdrawal Procedures for Out-Processing Form</u> (School personnel must sign/stamp form)	
CDC	<u>CYSS Child Care Withdrawal Procedures for Out Processing Form</u> (Child Care Facility Personnel must sign form)	
SAS		
FCC		
Sports		
SKIESUnlimited		
Homeschool	Contact school your child should have attended and inform them of your PCS date	
Private school/homeschool and did not use any CYSS programs	Soldiers whose children did not utilize CYSS and did not attend a public school require no paperwork	



# Out-Processing Briefing



## Training Aids Support Center (TASC)

Location: Bldg R1052, McMahan Rd, Schofield Barracks

Tel: 655-4030

Hours of Operation: M-TH 0730-1130/1230-1630

▪ **TASC will clear Soldiers on-line unless required to visit.**





# Out-Processing Briefing



## USAG-HI Installation Security Office

Location: Bldg 580 (Division HQ), Room 130, Kolekole Ave,  
Schofield Barracks

Tel: 655-6197

Hours of Operation: M-F 0830-1200, 1300-1630

- Soldiers under MEDCOM, NETCOM, INSCOM, USACE, SIGNAL: 307<sup>th</sup> ITSB, & MI UNITS: 500<sup>th</sup> MI, 205<sup>th</sup> MI, 715<sup>th</sup> MI – Report to your unit S2 for Security Office signature
- **Other Soldiers will be cleared on-line unless Soldier is required to visit**



# Out-Processing Briefing



## Installation Property Book Office (PBO)

Location: Bldg 6041, 1950 Higgins Rd, East Range Area

Tel: 656-1645

Hours of Operation: M-F 0700-1630 (Closed 1100-1300)

▪ **No requirement to clear PBO if E4 or below.**



# Out-Processing Briefing



## Provost Marshal Office

### **Schofield Barracks Police Station:**

Location: Bldg 3010, Lyman Rd

Tel: 655-4688

Hours of Operation: M-F 0900-1130, 1300-1600

### **Ft. Shafter Police Station:**

Location: Bldg T118, Palm Circle

Tel: 438-7114

Hours of Operation: 24 hours

▪ **Soldier will be cleared on-line unless required to visit**



# Out-Processing Briefing



## Reserve Component Career Counselor

Location: Bldg 690, Rm 3A, Schofield Barracks

Tel: 655-1561/6836

Hours of Operation: M-Th 0900-1100/1300-1600, Fri 0900-1200 (closed Federal and Training Holiday)

- **Required for ETS and Chapters (including medical retirements) only. Not required for career retirements and PCS.**
- **Chapters should be with Escort, if required.**



# Out-Processing Briefing

---

## Outdoor Recreation Center



### **Schofield Barracks**

Location: Bldg 2110, 435 Ulrich Way, Schofield Barracks,

Tel: 655-0143

Hours of Operation: Wed-Sat 1300-1730, closed Sun & Mon

### **Aliamanu Military Reserve (AMR)**

Location: AMR Fitness Center

Tel: 836-0338

Hours of Operation: M-F 0600-2100, closed Sat & Sun

- **Soldier will be cleared on-line if possible. Soldiers may visit either location.**



# Out-Processing Briefing



## Morale/Welfare/Recreation Fund Manager

### Wheeler AAF

Location: DFMWR Bldg 547, 350 Eastman Road, Wheeler AAF

Tel: 656-0129

Hours of Operation: M-F 0730-1600

- **Soldier will be cleared on-line if possible unless required to visit.**





# Out-Processing Briefing



## Military Pay

### For Soldiers Assigned to Schofield Barracks

#### 125th Finance Management - Military Pay Out-Processing

	PCS		Advance DLA (cannot be paid more than 30 days prior to departure)	Advance Travel	Advance Pay (up to one month's pay)	TLA upon departure
<b>Processing Location</b>	<b>Ayers Ave, Bldg 750, Tel: 655-0094/0095</b> <b>Operating Hours: M,T,W,F 0930-1130, 1300-1600 Closed on Thursday, Holidays &amp; ADONSA</b>				<b>219 Glennan Rd, Bldg 689</b> <b>Tel: 655-1244</b>	
<b>When to submit (minimum # of days prior to leaving Hawaii)</b>	15 days		30 days	30 days	30 days	10 days (can submit w/ prepaid lodging receipt 4 days prior to departure)
<b>DD137-2 (Clearing paper)</b>	SHOW					
<b>Order (1-sided)</b>	1 copy		1 copy	1 copy	1 copy	1 copy
<b>DA 31 (Leave Form)</b>	1 copy		1 copy	1 copy	1 copy	1 copy
<b>Flight Itinerary (for you and family)</b>			1 copy	1 copy		1 copy
<b>LES (Leave and Earning)</b>					1 copy	
<b>TLA Memorandum from Post Housing</b>						1 copy
<b>Paid Receipt (Itemized by day and dates must correspond to TLA Memorandum above)</b>						1 copy
<b>Statement of Non Availability (SNA)</b>	SNA is only needed if Service Member did not stay at the Schofield Inn. Without an SNA, you will be reimbursed up to the Schofield Inn rate.					1 copy

All documentation must be submitted with amendment if applicable.  
 Carissa Walker/IMPC-HAW-HRM/(808) 655-1272/carissa.l.walker.civ@mail.mil

UNCLASSIFIED  
 27 of 34

POC: SGT Bradshaw, John



# Out-Processing Briefing



## 125<sup>th</sup> Financial Management Support Unit

**Finance Separation Brief Effective 21 January 2013**

All Soldiers (ETS, Medical, Disability, Retirement and Chapters) are required to attend a **MANDATORY** Separation Briefing which is held every Monday and Wednesday 0900-1200, Bldg 750, Room 208. Soldiers will attend the briefing as soon as they receive orders and not later than 10 days prior to their final reporting date to transition. Regular Retirees, Please schedule an appointment with Finance at Room 102. **655-9100/1583**

**ETS/MED/CHAPTERS 0900  
(Briefing will last until at least 1200)**

If required documentation is not available, Soldiers will be asked to attend the next briefing. Soldiers will not be cleared from the Installation if they have not completed this briefing.



# Out-Processing Briefing



## Final Clearance

- You must have the following documents in order to out-process the installation with IOP Section:
  - ✓ Installation clearing papers (DA Form 137-2) – CIF must be cleared first
  - ✓ Unit clearing papers (DA Form 137-1) – Complete with all signatures or stamps as required
  
- YOUR LATEST DATE FOR FINAL OUT IS LOCATED ON PAGE 2 remarks # 16 OF YOUR CLEARING PAPERS. All agencies MUST be completed prior to final out. TIME IS BETWEEN 1300 and 1530 Mon, Tues, Wed, Fri and 0800-1130 on Thursdays.

# Out-Processing Briefing



**END OF BRIEF**

## INSTALLATION MANAGEMENT COMMAND



**“Sustain, Support and Defend”**